



Ontario 4-H Council  
4-H 1740 96 ME

RETIRED  
4-H PROJECT



**ON  
YOUR  
OWN -**

**YOU  
CAN  
DO IT!**



Name \_\_\_\_\_

Age \_\_\_\_\_

Club \_\_\_\_\_

*The primary purpose of the 4-H program is  
the personal development of youth in rural Ontario.*

## **The 4-H Pledge**

"I pledge  
My Head to clearer thinking,  
My Heart to greater loyalty,  
My Hands to larger service,  
My Health to better living,  
For my club, my community and my country."

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# Welcome

4-H is a program for youth which also involves adult volunteers, parents/guardians and the community. The aim of 4-H is to develop your skills, knowledge and attitudes in the spirit of fun and friendship!

## On Your Own - You Can Do It!

Flying solo? If you're home alone after school or moving into your own place, this project is for you. It offers everything from simple home repairs to time management to great tasting snacks. By exploring ideas and practicing skills, this project will help you to gain the confidence to be "on your own!"

## General Requirements

A member will complete a project satisfactorily by:

1. participating in at least 2/3 of his/her own club meeting time;
2. completing the project requirements to the satisfaction of the club leader(s);
3. taking part in an Achievement Program.



# Get Involved

Be willing to let your name stand for an executive position. It is a rewarding and fun experience. Following your club's elections, complete this club executive chart.

## CLUB EXECUTIVE:

	Name	Phone
PRESIDENT	_____	_____
VICE-PRESIDENT	_____	_____
SECRETARY	_____	_____
TREASURER	_____	_____
PRESS REPORTER	_____	_____
OTHER	_____	_____

## CLUB MEMBERSHIP:

Members, Phone

Members, Phone

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Leaders, Phone

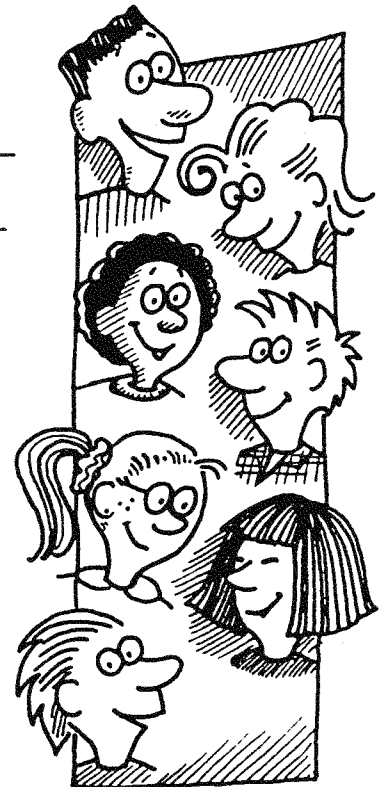
Leaders, Phone

_____	_____
_____	_____

OMAFRA Contact, Phone

4-H Association Contact, Phone

_____	_____
-------	-------



## Meeting Schedule

	DATE	TIME	PLACE
MEETING ONE			
MEETING TWO			
MEETING THREE			
MEETING FOUR			
MEETING FIVE			
MEETING SIX			
ACHIEVEMENT PROGRAM			

The 4-H Resource Development Subcommittee of the Ontario 4-H Council reviews and evaluates 4-H resources. Comments and suggestions about 4-H manuals and guides are always welcome. They may be sent to the following address.

4-H Resource Development Subcommittee  
Ontario 4-H Council  
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# Survival on the Home Front



## *Fuses and Breakers*

Fuses and breakers are safety devices placed in the wiring of your house. They tell you when a circuit is overloaded. Fuses blow out and breakers turn off when there are too many electrical appliances being used on one circuit.

Changing a fuse is a fairly simple task - even simpler if the fuses are labelled. However, if the fuse box is not labelled, you will still be able to locate the blown fuse. Look for a discoloured or darkened centre and a break in the metal strip in the centre of the fuse.

A fuse should always be replaced with one of the **same amperage**. This number will be marked on the top of the fuse. If you notice that one particular fuse continues to blow on a regular basis, try reducing the number of appliances plugged in to one socket or one room. If the problem continues, the wiring may need attention from a qualified electrician.

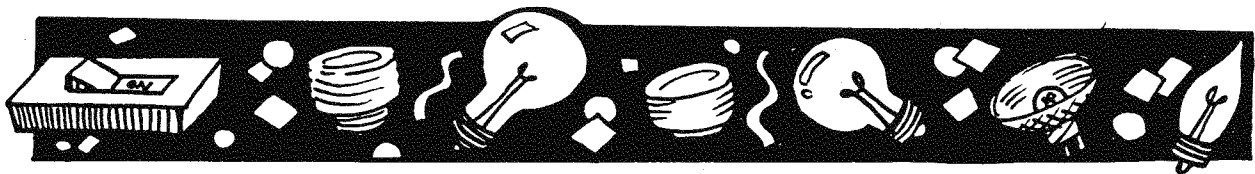
In newer homes, breakers are becoming more common than fuses. When power loss has resulted in one area of your home, check the breaker box and turn the switch that has flipped to "OFF" back to the "ON" position. A breaker that turns off again and again may also need the attention of an electrician.

## *Changing A Light Bulb*

This is one area of home maintenance where you're guaranteed to have fix-it success. Once a bulb has blown, unplug the lamp or turn off the light fixture. Allow a few moments for the bulb to cool and unscrew the bulb in a counterclockwise motion. Replace the bulb with one of the same, or in a pinch - slightly less, wattage. The wattage should be marked on the light bulb. Tighten it by turning in a clockwise motion. A tip to remember: "lefty loosey, righty tighty." Now plug in the lamp and/or turn on the switch and check to see that the new bulb works.

Energy efficient light bulbs may spare you from changing bulbs all the time. These bulbs are a little more expensive than the standard type. But, they use less energy and last longer virtually paying for themselves.

If the light bulb breaks before you have a chance to unscrew it from the socket, use one half of a raw potato to grip the screw and remove the rest of the bulb. Use **caution**, however, as this technique should only be used on light fixtures that have been **completely unplugged**, or that have had the **power disconnected**.



## *Hanging a Picture*

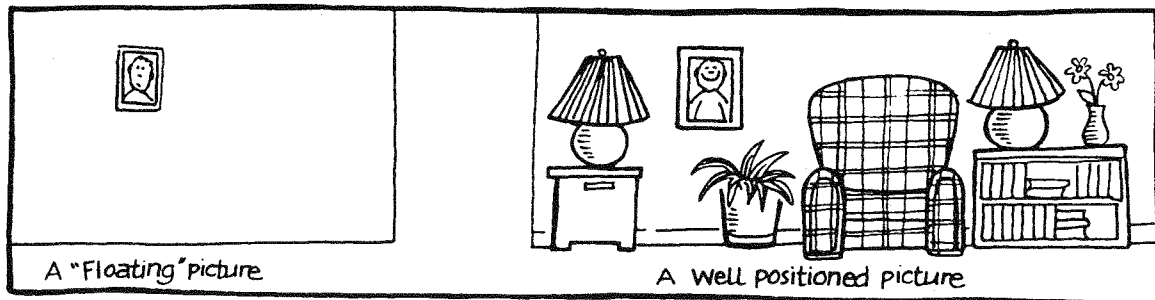
Equipment Needed: hammer, removable tape, picture hanging wire, nail.

Make any place feel like home by adding pieces of decor that reflect your personality. Few items do this as well as pictures. A well-placed picture can almost transform a room. Hanging a picture is fairly easy once you get "the hang of it."

1. Choose a room and a wall where you would like the picture to hang. Using a hammer, gently tap the wall to locate a stud or support beam. On either side of the stud, your hammer should produce a slightly hollow sound.
2. Once you find the stud, ask a helper to hold the picture up against the wall while you stand back and tell him or her where to place it. Eye-level is often a good height for pictures but this depends on the size of the picture and what furniture is nearby.

Don't let pictures "float" in too much open wall space. Keep them close enough to furniture or other accessories to form a group of items.

3. Lean the top edge of the picture away from the wall. Use removable tape to mark a spot over the stud and down a distance equal to the space between the picture edge or frame and the hook or wire. This is the level at which the nail(s) will be placed. A small picture can be hung on one nail. A larger picture will need two nails, placed about 15cm in from the sides of the frame, to keep it level and flat against the wall.
4. Before you hammer a nail into the wall, be sure to ask someone who knows if any wires or other items may be lurking around the stud. If so, you may have to select a new site.
5. Tap the nail into the wall at the tape-marked spot. Hang the picture, stand back and admire.



## *Oil a Squeaky Door*

If you find that your arrival into any room is always heartily announced by the "squeeeeeek" of a door, you may need to oil its hinges. This is easily done by following the

instructions on the can of oil. The spray can type is easy to use. Just apply the oil with accurate aim while you swing the door to and fro, working the oil into the hinges.

## Drip, Drip, Drip

Equipment Needed: soft cloth, electrical tape, adjustable wrench, washers, valve seat removal tool, steel wool.

A tap that drips when the water is turned off may need a new washer. Here's how to replace it in a multi-piece faucet.

1. Turn off the water at the nearest stop valve under the sink (Fig. 1) or the main valve where the water supply enters the house.
2. Turn on the faucet and let all water drain from the tap.
3. Put a plug in the sink to prevent any parts from falling down the drain. Place a soft cloth in the sink to catch any parts and to prevent scratching and chipping.
4. Lift the decorative cap on the handle (if there is one), undo the handle screw and remove the handle.
5. Place electrical tape or a rag around the packing nut. Use an adjustable wrench to remove the packing nut and pull out the stem. Turning the wrench in a counterclockwise direction ("lefty loosey, righty tighty") should do the trick. (Fig. 2)
6. If the stem remains in the faucet, place the handle over the stem and turn in the same direction as the water turns on.
7. Replace the stem's bottom washer and tighten until the washer bulges slightly. (Fig. 3)
8. Run your finger around the valve seat to feel for roughness and wearing. If it feels worn, use a seat wrench with a matching head (i.e. 4-sided or 6-sided) to remove the valve seat and replace it with a new one. Some valve seats are not removable, but can be cleaned with steel wool. (Fig. 4)
9. Reassemble the faucet, going from valve seat to stem to packing nut to handle to screw to cap. Return the stop valve to the "ON" position. Test the faucet. If it still leaks you may have to purchase a new one.

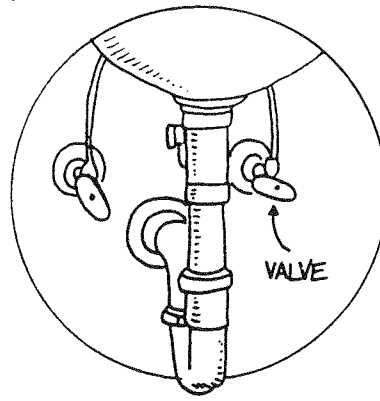
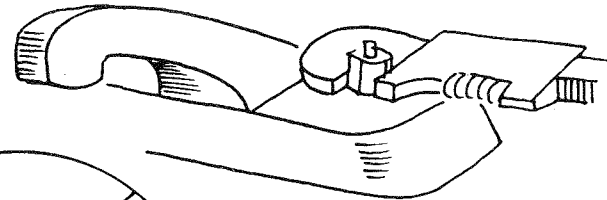
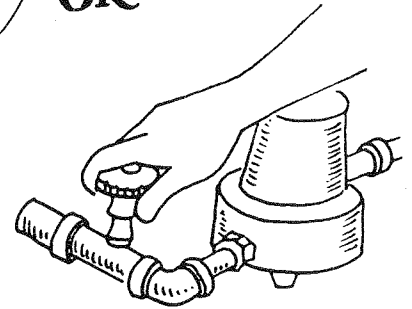


Figure 1

OR



OR

Figure 2

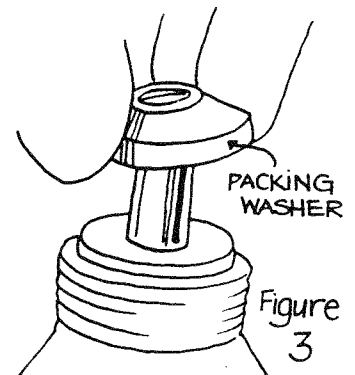
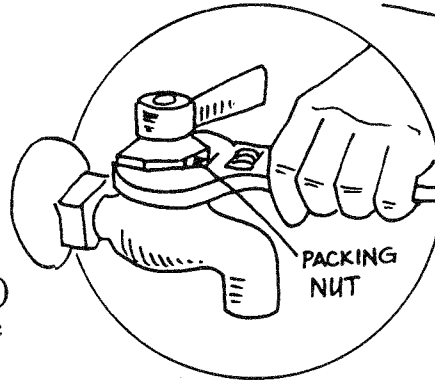


Figure 3

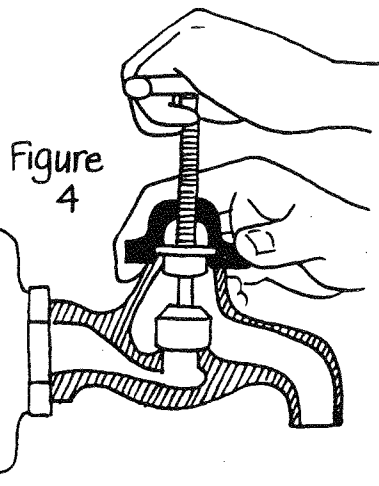


Figure 4



## Cleaning a Clogged Drain

Equipment Needed: plunger, baking soda, vinegar.

Chemical cleaners are one method used to clear a clogged drain. However, these should be avoided as they are difficult to remove through water treatment and may enter your groundwater supply. Instead, you can remove all the things you can see from the drain - hair, food, etc. - and use a plunger to clear the pipes.

1. Place the plunger directly over the drain. Tip the cup as you put it into the water to let some of the air out of the cup.
2. Adjust the water level in the sink to 5 cm above the rubber cup of the plunger.
3. With the plunger firmly in place, move the plunger handle straight up and down. Keep the rubber cup sealed to the fixture around the drain opening.
4. Remove the plunger, clear any visible items and allow the water to drain. If the water does not drain, repeat steps 1 to 3.

Once the drain is cleared, place 60mL of baking soda in the drain and follow with 125mL of white vinegar. Let stand for a few minutes and flush with boiling water. Repeat once a week to prevent large clogs. To stop any clogs from forming, don't let hair, vegetable peelings, soap and other items wash down the drain.

## Getting the Job Done

One way you can contribute to your household is to place a brainstorming list on your refrigerator and encourage your family to write down any household tasks that need to be done on a regular basis. In a family meeting, divide the list into daily, weekly and monthly projects and assign at least one task under each heading to each family member. Transfer this information to a table like the one below. You

may also wish to include a section for odd jobs that may be added as they come up.

Try to develop a system that will ensure jobs will get done on time. You may wish to place a jar labelled *Coins for a Cause*, near the fridge list. Anyone late in performing his or her job can then put money in the jar that will be given to a charity of choice.

Name	Daily Jobs	Weekly Jobs	Monthly Jobs	Odd Jobs
Suzanne	<ul style="list-style-type: none"><li>• set table</li><li>• tidy living room</li></ul>	<ul style="list-style-type: none"><li>• dust</li><li>• organize recycling</li></ul>	<ul style="list-style-type: none"><li>• sweep garage</li></ul>	<ul style="list-style-type: none"><li>• clean kitchen junk drawer</li></ul>
Hamish	<ul style="list-style-type: none"><li>• clear table</li><li>• load dishwasher</li></ul>	<ul style="list-style-type: none"><li>• vacuum</li><li>• clean bathroom</li></ul>	<ul style="list-style-type: none"><li>• bottle returns</li></ul>	<ul style="list-style-type: none"><li>• organize games in cupboard</li></ul>
Nigel	<ul style="list-style-type: none"><li>• make lunches</li></ul>	<ul style="list-style-type: none"><li>• clip coupons</li><li>• help with shopping</li></ul>	<ul style="list-style-type: none"><li>• rotate/reassign tasks on job list</li></ul>	<ul style="list-style-type: none"><li>• drive Suzanne to hockey</li><li>• drive Hamish to ballet</li></ul>



# Homemade Green Up

Every year, an average household washes 20 to 40 litres of hazardous waste down the drain. Much of this waste is in the form of household cleaners. These cleaners are not easy to remove through sewage and waste water treatment. These household cleaners may find their way in to rivers and lakes - eventually contaminating ground water, land and drinking water.

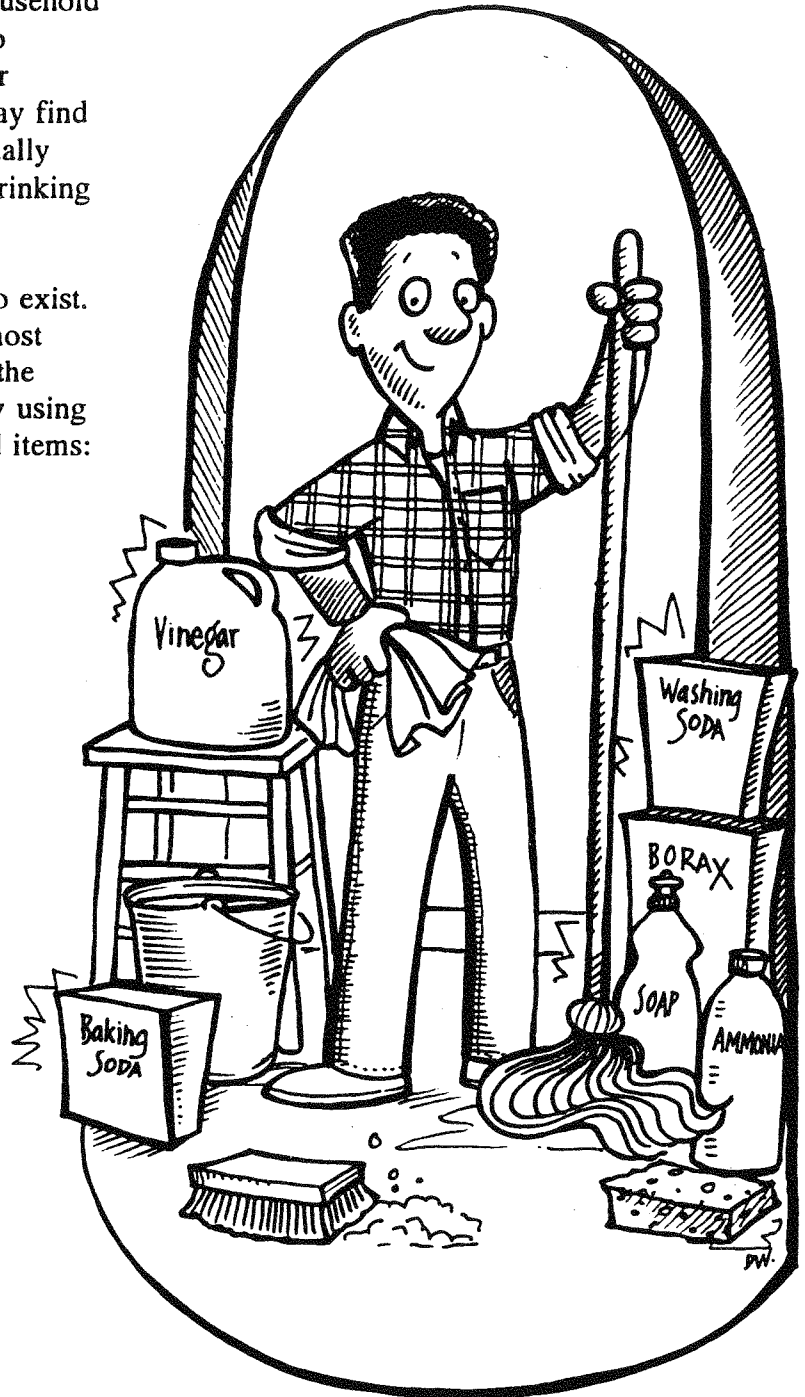
Alternatives to manufactured cleaners do exist. They are often cheaper and safer than most ready made products. In fact, cleaning the house can be done safely and effectively using a combination of six standard household items:

- vinegar
- pure soap (e.g., Ivory)
- baking soda
- washing soda
- borax
- household ammonia.

## Rules

Keep these in mind when using cleaning products.

- Never mix chlorine bleach and ammonia; deadly chloramine fumes are produced.
- Never mix chlorine bleach with vinegar or certain toilet bowl cleaners; deadly chlorine gas is produced.



## *The Green Cleaner Team*

### **ALL-PURPOSE CLEANER**

This all-purpose cleaner is safe for most surfaces, rinses clean and works well. The strength of this cleaner can be increased by reducing the amount of water added.

125 mL ammonia  
125 mL white vinegar  
60 mL baking soda  
2 L hot water



### **SCOURING POWDER**

Combine baking soda and water to create a paste. This paste can be used to scrub dirt off chrome and enamel surfaces. Scrub, let the film sit on the surface for half an hour, then remove with a sponge and water.

### **CARPETS**

To clean and deodorize carpets, mix 2 parts cornmeal with 1 part borax. Sprinkle over the carpet, leave one hour, then vacuum. Use a mixture of vinegar and soapy water to blot hard-to-remove stains. Also, cover grease stains with cornstarch for one hour before vacuuming. To deodorize, sprinkle a generous amount of baking soda over carpet before vacuuming.

### **FURNITURE POLISH**

Dissolve one part lemon juice in two parts mineral oil. Apply with a soft cloth and buff.

### **MIRRORS, WINDOWS AND GLASS**

Wash with a mixture of soap and water. Rinse with 1 part vinegar combined with 4 parts warm water. The warmer the water, the faster the water will evaporate from the surface. Use old rags to wash and rinse. Remove streaks with loosely crumpled sheets of newspaper.

### **OVEN CLEANER**

Wipe up small spills when they happen. Place a catch tray underneath pans to catch drips. Try the following to loosen splatters that do occur. Place 50mL ammonia in a shallow pan with just enough water to completely cover the bottom of the pan. Heat oven for 20 minutes, turn off and place pan in oven overnight. The next day, use a concentrated version of the all-purpose cleaner and extra baking soda to perform an overall scrub.

## AIR FRESHENERS

Most commercial air fresheners work by masking smells and coating the passages in your nose. They may deaden nerves and cause gradual loss in your ability to smell. Try these options to freshen your home.

- Open windows on opposite ends of your house - a cross-breeze will blow fresh air through your home.
- Grow house plants. They act as natural air filters.
- Place an open box of baking soda in the fridge and near the garbage.
- Use a combination of cloves, ginger and cinnamon sticks as a natural potpourri.



## DISHES

Make your own dish soap by dissolving laundry flakes (pure soap) in warm water. Vinegar in the dish water will help cut the grease on really dirty dishes.

## DRAIN CLEANER

Use a plunger or mechanical snake and flush the drain with 60mL of baking soda followed by 125mL of white vinegar. Let stand for a few minutes and flush with boiling water. Repeat once a week to prevent large clogs.

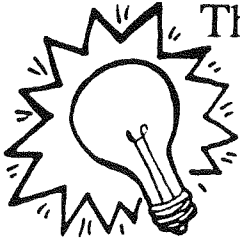
## TOILET BOWL CLEANER

Drop a 1000mg vitamin C tablet into the bowl and leave overnight. Scrub the toilet bowl with a brush and baking soda. Use borax to disinfect. Let the borax stand 30 minutes and then scrub.

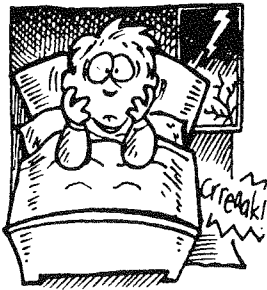
## FLOOR POLISH/CLEANER

Clean linoleum floors with 250mL of white vinegar mixed with 8L of warm water. Polish with club soda. A mixture of 15mL washing soda mixed with 4L of hot water is suitable for finished wood floors. Polish with a solution of 1 part lemon juice to 2 parts olive or vegetable oil, if needed.

*Note: This information is from Home Sweet Home, Alternatives Magazine, University of Waterloo; Alternative Home Cleaners, The Pollution Probe Foundation, Toronto; Greenpeace Action (pamphlet), Washington.*



Things I can do to make our house a  
"Green Home."



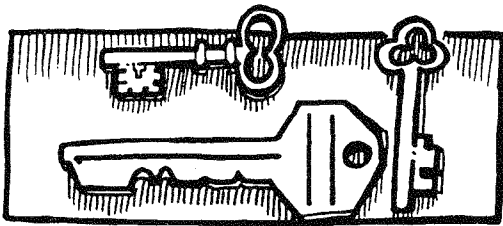
# Home Alone

Whether you are nine or ninety-nine, being home alone can be intimidating. In today's society, it is only natural that people should be more concerned with their personal safety. However, a few simple precautions, can make spending time at home alone a rewarding experience.

## *Keeping Yourself Safe*

### **1. Safeguard Your House Key**

- Do not lend your key.
- Don't leave your key in the door lock. It sounds silly, but it happens often!
- Try wearing your key around your neck so you won't lose it.
- If you carry your keys in a pocket, attach something to them so they'll be easy to spot if they happen to fall out.
- Never attach your name, address or phone number to your key. This may be an invitation for a criminal to pay you a visit. If you attach a numbered War Amps tag, a lost key can be returned in the mail.



### **2. Break and Enter**

- If you suspect that your house has been broken into (clues may include an open, unlocked or broken door or window, or damaged plants under windows):
  - do not enter;
  - go to a neighbour or friend's house and phone your parents, guardians or the police.

### **3. Latch-Key Kids**

- Stick to a standard schedule and routine to follow once you are home.
- Phone your parents, guardians or another pre-arranged contact person to let them know you've arrived home safely.
- Select a secret word code for you and your parents or guardians. Use this secret word if a message needs to be sent through another person. That way you will know that the message really is from your family or vice versa.

### **4. Handling Strangers at the Door**

- Don't let a stranger into your home, no matter what he/she tells you. It's better to offend someone than to risk your safety.
- If someone needs to use the phone, offer to make the call(s) for him/her (even to police, fire and ambulance). Be sure to get a detailed message and to relay accurate information.
- Most people are honest, but do not take any chances.

### **5. Visits To and From Friends**

- Make sure that your parents or guardians know if you are going to a friend's house after school or if you are having guests to your house. Leave your friend's phone number with your family.

## 6. Phone Calls

- Never let a caller know that you are home alone. Instead say, "Mom's taking a nap...", "Dad's in the shower..." or "They are busy at the moment, may I take a message and have them return your call?"

## 7. Obscene Phone Calls

- Hang up! Reacting by speaking back may encourage more calls.
- Blow a loud sharp whistle into the receiver.
- Tell the caller that you have call display.
- If the calls continue, contact the police.

### *What Can You Do?*

When you are left alone, take advantage of the solitude and freedom by doing some of these.

- Get your homework done early.
- Surprise your family by tidying up the house or starting dinner.
- Feed your pets and spend some time with them. It's a great stress reliever!
- Practice playing the instrument that you gave up years ago.
- Here's a *novel* idea, read a book!
- Learn a new craft such as origami, jewelry making or woodworking.

## *Stop, Drop and Roll!*

On your own, you may occasionally find yourself faced with a difficult situation. House fires are among the most dangerous of situations that you may encounter. The best way to handle a house fire is to **prevent** it from occurring and to be **warned** about it as soon as possible. Should your clothes ever catch fire you should immediately stop moving, drop to the ground and roll to smother the flames.

### PREVENTION

- Always store matches in a safe place, away from children.
- Turn off appliances (stove, portable heaters) when not in use.
- Since most fires begin in the kitchen, keep cooking areas clear of clutter and grease build-up.
- Keep fire extinguishers handy and know how to use them.
- Prepare and practice a fire escape plan with your family.

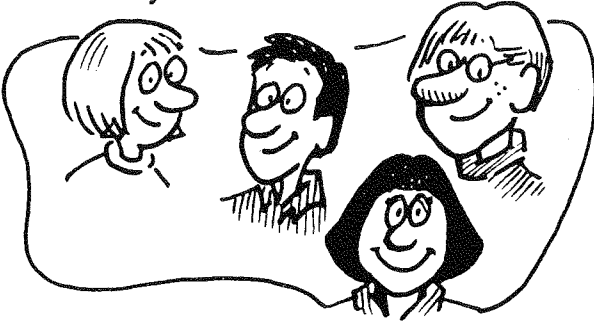
### DETECTION

- Smoke detectors are a **must** in all homes.
- A smoke detector should be placed on each level of a home and outside of each sleeping area.
- Test smoke detectors each month.
- Change the battery in the detector twice each year. (Rule of Thumb: change the battery every time you move the clocks forward or backward.)

## Street-Proofing!

Many street crimes (mugging, attacking, abductions) can be prevented with a little common sense. By learning these simple techniques, potentially dangerous situations can be avoided.

- "These are the people in your neighbourhood..." (Sesame Street) Become a familiar face to the people in your community.



- **NEVER** accept a ride from a stranger. Even if you have an idea of who the person is, don't take the chance.
- Travel with a friend whenever possible. But, **NEVER** accept a ride from a friend or neighbour unless your parents or guardians have told you it is okay.
- If a stranger, friend or neighbour gives you a message from your parents or guardians, don't do as they have said unless the message includes the family password.
- Don't take shortcuts through abandoned lots, fields or alleys. These locations are prime crime spots.

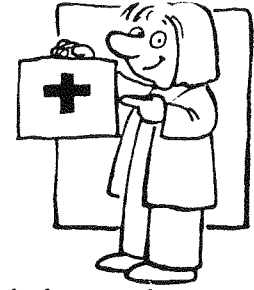


- If someone does follow you, run to the nearest public place where there are people and yell for help, **loudly**.
- If you are cornered, stay calm and speak forcefully to the person: "LEAVE ME ALONE!" A calm response is often more successful than full-fledged panic.
- Self-defense is only recommended on a case-by-case basis because it can sometimes do more harm than good. Personal alarms such as whistles are good, if they are easy to get at. A criminal is not going to give you time to search through your knapsack to get your whistle.



- Finally, be alert to what is going on around you. Staring at the ground with your hands in your pockets makes you an easier target than someone who is obviously aware of his or her surroundings. This can be expressed by walking with a purposeful stride and maintaining eye contact with passers-by.



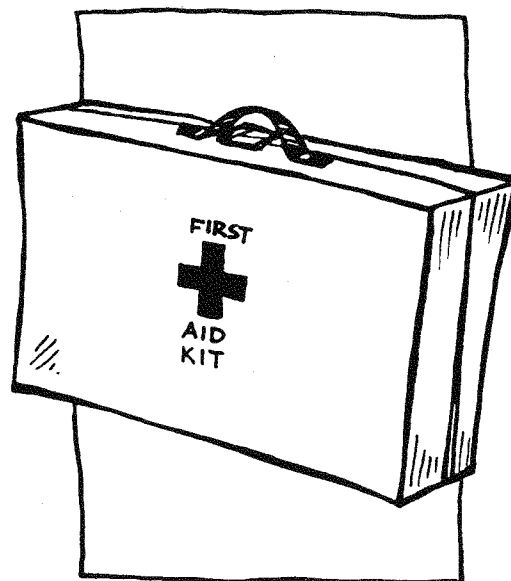


## Your Emergency First Aid Kit

It's a good idea to keep a first aid kit readily available in your home, car, workplace and recreation area. Store it in a dry place and replace used and outdated contents regularly. Ideally, a first aid kit should contain the following.

1. Emergency telephone numbers for your parents at work, neighbour, police department, fire department, ambulance, poison control centre, hospital, gas company, electric company and your personal or family physician
2. Sterile gauze pads (dressings), in small and large squares
3. Adhesive tape
4. Roller and triangular bandages
5. Adhesive bandages in assorted sizes
6. Scissors
7. Tweezers
8. Safety pins
9. Ice bag or chemical ice pack
10. Disposable gloves
11. Flashlight, with extra batteries in a second bag
12. Antiseptic wipes or soap
13. Pencil and pad
14. Emergency blanket
15. Syrup of ipecac
16. Eye patches
17. Thermometer
18. Coins for pay phone
19. Red Cross or St. John Ambulance first aid manual

*Note: This information is from the 1995 Red Cross Home and Neighbourhood Safety Calendar.*





# Care Giver Extraordinaire

Like most teens, you may be asked to care for young children. Whether it be as a favour for a friend or to make a little extra spending money, it is important that you understand that it's your job to provide a safe and secure environment for the children in your care.

With this in mind, there are several needs you should attend to before the child's parents leave you in charge.

## Contact Phone #

Parents should leave a contact phone number where they can be reached at all times. If this is impossible, ask parents for the name and phone number of a reliable neighbour or relative. Be sure that parents inform these alternate contacts that you may need them at some point during your stay.

## Emergency Phone #s

A list of emergency phone numbers (e.g. preferred doctor, ambulance, fire, police) should be placed by the closest phone. Directions to the home are also useful in an emergency. Know the street or road names of the closest intersection.

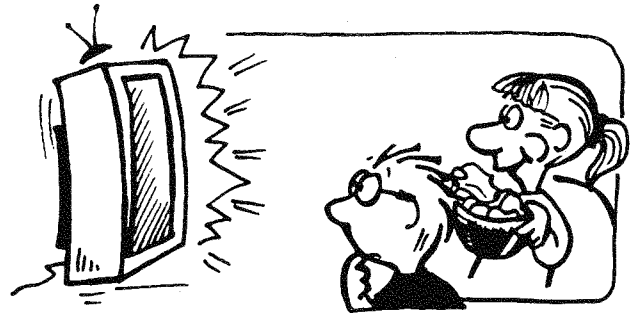
## Emergency Supplies

Know the location of the first aid kit and fire extinguisher. Ask parents to describe their fire escape plan. As well, parents should give you the health card numbers of all the children you are looking after.

## Questions to Ask

*To avoid potential problems you should ask the parents/guardians these important questions.*

- Q. At what time should the children go to bed?
- Q. Are the children allowed to watch television? If yes, which programs are they allowed and not allowed to watch?



- Q. Are you expected to prepare a meal?
- Q. May the children have a bedtime snack? What foods are they allowed to eat?
- Q. When do the parents/guardians expect to return home? If they plan to stay out late, would it be all right for you to sleep?
- Q. May you take the children outside the home (e.g. for a walk, to the park)?
- Q. Do the children have any allergies (food, drugs, insects...) or medical ailments?
- Q. Is there any area in the home that is out of bounds?

Negotiate your rate of pay ahead of time to avoid confusion later in the evening.

## Remember This!

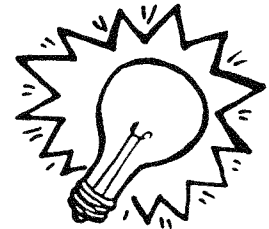
*As you care for the children, keep the following in mind.*

- Your number one priority is to keep the children safe and happy. Don't plan to spend lots of time doing your homework or watching your favourite television programs. Bring along a "bag of tricks" to help keep the children amused. You might include a puzzle, book, craft supplies, musical instrument, flashlight, face paint, dress up clothes or a cassette tape.



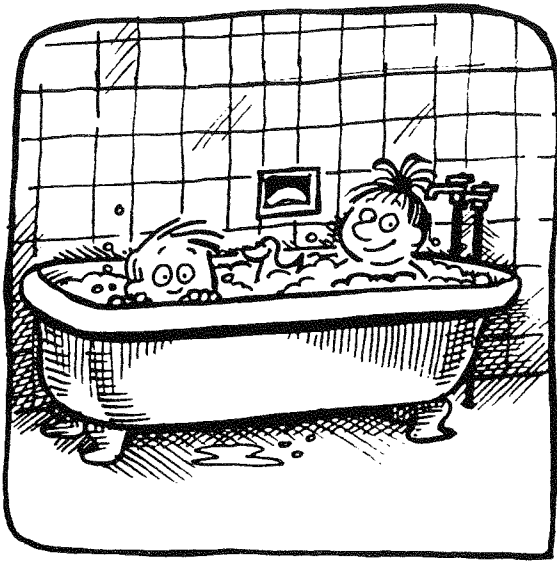
- If someone phones for the parents/guardians do not tell them that you are alone with the children. Instead, say, "I'm sorry, they've just stepped out for a moment...," or "They can't come to the phone right now..."
- Keep the doors locked. If a stranger comes to the door, do not let him/her into the home.
- Use appliances (e.g. oven and stove) sparingly or not at all.
- Stay close to the children at all times. Remember that it only takes an instant for an accident to occur.

### Ideas for my "bag of tricks."



- If the parents/guardians encourage you to take the children outside, be aware of potential hazards such as traffic, stray animals and open wells or swimming pools. Keep your eyes on the children at all times! It only takes a moment for a child to disappear or to get hurt on playground equipment and other toys. Take note of who else is around.
- If the children act up and have a tantrum, do not use physical discipline (eg. slapping or spanking)! Instead, try giving them some personal space and a minute to think about their mood with a "time out."

- If you are asked to give the children a bath, **never leave them alone.** Any important callers that may be tracking you with the telephone will call back. Actual cases have been reported where a child has drowned in only a few seconds.



- Remember that your own parents/guardians are a wealth of knowledge... they raised you, didn't they? When in doubt, give them a call.
- Keep personal telephone calls and your own guests to a minimum. Be sure to get permission before you allow a guest into someone else's home.
- Keep the home clean. Wash any dishes that you have used, sweep the floors and pick up after the children if needed. Parents/guardians will appreciate coming home to a clean house. As well, doing little things around the house may improve your chances of being invited to care for the children in the future.

## *When All Is Done*

*Remember these tips for the end of your shift.*

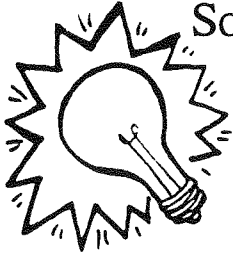
- Keep notes on all incidents. Inform parents/guardians of any problems that may have occurred. A moody child who throws temper tantrums might be getting ill.
- If you suspect parents/guardians have been drinking, call your own parents/guardians and ask for a ride home. To decline gracefully, you may say, "Thank you, but I have already made arrangements for my Dad to come and get me." You should say the same if you feel uncomfortable being alone with one of the parents/guardians.

Make sure that your parents/guardians are aware that you might need a ride home before you leave for your care giving job. Your parents/guardians would rather be woken in the middle of the night than to have you place yourself in a potentially dangerous situation.

## *Improve Your Skills*

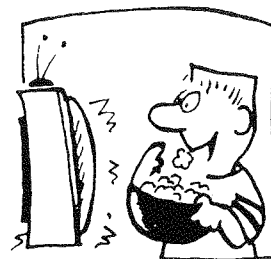
Finally, you might wish to investigate whether courses in caring for young children are offered through your local Red Cross Society or recreation department. These courses teach the basics of first aid, safety and skills you will need to feel confident and prepared on the job. This training may also improve your chances of finding a child care job.

Above all in your exploits with children, remember to have fun! Relive your childhood by playing with playdough, blocks and crayons. A care giver who enjoys his/her job, will also make the experience enjoyable for the children.



Songs, games, crafts and snack ideas...

# Healthy Snacks



This scenario is probably familiar to most of you.

*It's 4:15 p.m. and you're finally home from school. It was a long, tiring day and you are starving. While wandering from the cupboard to the fridge, you gobble down a handful of potato chips, 3 chocolate chip cookies and a can of pop. You start to fill up, but don't perk up and you continue to wander and graze in the kitchen.*

Who knows how many calories and how much fat you just consumed? One thing that is known, however, is how much nutritional value you received from your after-school snacks. In this case, very little.

What could you do instead?

## *Instead of potato chips, why not snack on...*

- carrot sticks
- pita chips - pita wedges brushed lightly with olive oil, sprinkled with herbs and baked until crisp
- air-popped popcorn
- 1/2 a bagel with low-fat cream cheese
- a bowl of multi-grain cereal with 1% milk

## *If you have more of a sweet-tooth, try...*

- a cup of plain, low-fat yogurt, mix in 5mL honey
- sorbet
- muffins (see recipe)
- fresh fruit - melons, apples, berries

## *And to wash it all down...*

- Choc on the Rocks (low-fat chocolate milk over ice)
- fruit shake (see recipe)
- water (most people should drink 6 - 8 glasses a day)
- fruit or vegetable juice

## *Snack Facts*

For many young people, snacks represent a big part of their daily food intake. These guidelines will help you to select nutritious snacks and to work towards the prevention of tooth decay.

1. **Snack nutritiously.**  
Choose wholesome foods such as milk, cheese, fruit, vegetables, breads, cereals, meats and nuts.
2. **Limit the number of snacks per day.**  
Don't overdo a good thing. Even nutritious snacks can cause dental decay when eaten frequently throughout the day. Snacks
3. **Change your snack menu every day.**  
Variety is the spice of life! Changing your snack menu will provide you with a variety of vitamins and minerals. As well, alternating the snacks you eat may limit fat and sugar intake, and may reduce your chances of getting tooth decay.

This information from Facts on Snacks, Ontario Milk Marketing Board, 1990

## Quick-Fix Muffin Mix

Store this muffin mix in an airtight container in your cupboard. Whenever you want some delicious warm muffins, combine the dry mixture with the wet ingredients, add some fillings et voilà!

When making the muffins, combine 575mL dry mix with the liquid ingredients. Stir only to moisten (the mixture will be lumpy). Add desired fillings.

Line cups in a muffin pan. Fill 2/3 full with batter. Bake at 200°C (400°F) for 18-20 minutes or until light brown. Yield: 18 muffins

These muffins are especially good if baked in the morning. The aroma of fresh baked muffins is sure to cheer up even the grumpiest morning person!

DRY MIXTURE	WET INGREDIENTS (Combine 575mL of dry mixture with these wet ingredients.)	FILLINGS (Choose one or more and combine with wet and dry mixture.)	
1500 mL flour 300 mL sugar 75 mL baking powder 15 mL salt	1 egg 250 mL milk 50 mL vegetable oil	<ul style="list-style-type: none"> <li>• 125 mL blueberries</li> <li>• 125 mL chocolate chips</li> <li>• 125 mL chopped apple</li> <li>• 125 mL grated cheese</li> <li>• 125 mL cherries and place 5 mL cream cheese in the centre of each muffin</li> </ul>	<ul style="list-style-type: none"> <li>• 15 mL lemon and 50 mL poppy seeds</li> <li>• 125 mL chopped nuts</li> <li>• 15 mL cinnamon mixed with 75 mL brown sugar, sprinkle on top of muffins</li> </ul>

## Fruit Shake

This shake is a delicious alternative to the standard milkshake. Experiment with fruit shakes made with your own preferred ingredients. Remember, however, to keep them healthy and low in fat.

250 mL skim milk  
 25 mL sugar or honey  
 10 fresh or frozen strawberries  
 or  
 20 fresh or frozen raspberries

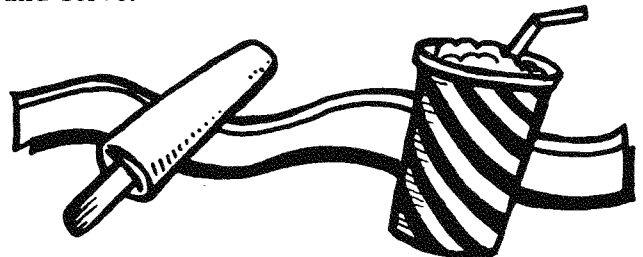
Place ingredients in a blender and blend until very frothy. Enjoy!

## Yogurt Juicicles

Enjoy this cool, nutritious snack on a hot, summer's day.

625 mL plain, low-fat yogurt  
 175 mL can frozen juice concentrate

Blend ingredients, freeze in popsicle containers and serve.



## Veggies 'n' Dip

This recipe is a fabulous substitute for the high-calorie, high-fat, ready-to-serve dips found in the supermarket.

250 mL	low-fat yogurt
75 mL	low-fat mayonnaise
15 mL	each of finely chopped onion and parsley
5 mL	dill weed
	season with salt and pepper to taste

Combine and enjoy with fresh veggies cut into finger-size sticks and other interesting sizes and shapes.

## Fruit Dip

This dip is a perfect snack. Use with any Ontario fruits that are in season.

125 mL	light cream cheese
75 mL	low-fat yogurt (for variety, use a flavoured yogurt)
30 mL	orange juice
30 mL	icing sugar
5 mL	lemon juice

Blend ingredients and chill for one hour. Dip with your favourite fruits.



## Pizza Bagels

Pizza can be healthy, provided that it isn't covered in gooey cheese, sausage, bacon and ham. By adding toppings such as vegetables and moderating higher fat toppings, pizza can be very nutritious.

Place one bagel - sliced lengthwise - on a cookie sheet. An English muffin or a hamburger bun can also be used. Place a variety of toppings on the bagel (see list). Broil the "pizza" until the crust is golden brown.

### TOPPINGS

- leftover spaghetti sauce
- low-fat mozzarella
- parmesan cheese
- salsa
- feta cheese
- chopped onion
- chopped up tomatoes
- broccoli
- chopped green, red or yellow peppers



## Healthy Lunches - It's in the Bag!

Gone are the days when a brown bag lunch included a cheese sandwich on white bread, an apple and a cookie. Instead of having the same old thing, jazz up your lunch with the following alternatives to the everyday sandwich.

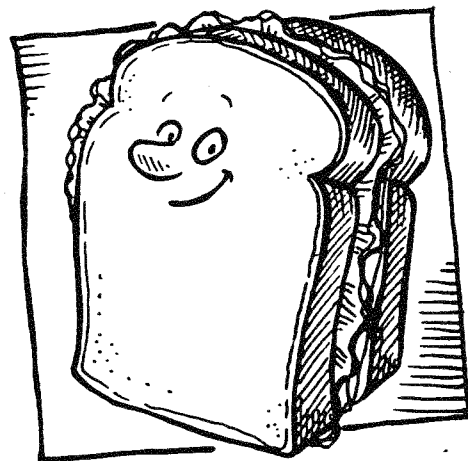
Combine your sandwich with some fruit or vegetable sticks, a healthy snack (see previous list) and milk. This high-fibre, low-fat lunch will help keep you energized throughout the afternoon.

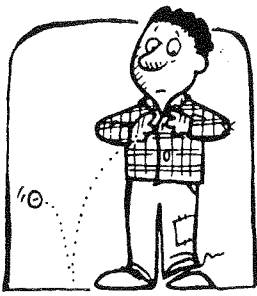
*Bread + Meat/Protein + Veggies + Spreads = Sandwich!*

<i>Breads</i>	<i>Meat/Protein</i>	<i>Veggies</i>	<i>Spreads</i>
<ul style="list-style-type: none"><li>• bagel</li><li>• whole wheat or multi-grain bread</li><li>• pita</li><li>• muffin</li><li>• whole wheat roll</li><li>• flour tortillia</li></ul>	<ul style="list-style-type: none"><li>• eggs</li><li>• low fat cheese</li><li>• thinly sliced coldcuts</li><li>• peanut butter</li><li>• nuts</li><li>• tuna</li><li>• salmon</li><li>• beans</li><li>• leftovers from roast chicken, beef, pork or turkey</li></ul>	<ul style="list-style-type: none"><li>• alfalfa sprouts</li><li>• tomatoes</li><li>• lettuce</li><li>• cucumbers</li><li>• onions</li><li>• small broccoli or cauliflower florets</li><li>• thinly sliced carrots</li></ul>	<ul style="list-style-type: none"><li>• low-fat cream cheese</li><li>• low-fat mayo</li><li>• mustard</li><li>• salsa</li><li>• honey</li></ul>

### *Suggested Combos:*

- roast chicken + alfalfa sprouts + low-fat mayo + whole wheat roll
- low-fat cream cheese + apple slices + sliced almonds + bagel
- cheese + muffin
- peanut butter + peach slices + a drizzling of honey + multi-grain bread
- low-fat cheese + tomatoes + rye bread
- lettuce + kidney beans + cucumbers + tomatoes + broccoli florets + low-fat mayo-vinaigrette + pita
- Choose your own. The sky's the limit!





# Simple Clothing Repairs

## What You Need

- sharp pair of scissors or shears
- needles of different sizes
- steel pins
- small ruler
- measuring tape
- pin cushion
- thread in a variety of colours
- seam ripper
- a box to keep it all in - shoe box, cookie tin, plastic storage container

## Buttons

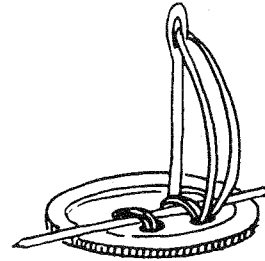
Match the colour of the thread to the button or fabric or match the thread used for any other buttons on the garment. For each button, you will need a little more than an arm's length of polyester or buttonhole twist thread. In a pinch, even dental floss will do the job.

To save time, use two strands of thread. To do this, thread the strand through the eye of the needle. Bring the ends together and knot.

- On the *wrong* side of the material, mark the exact spot where the button should be. Push the needle into the mark on the material so that the point of the needle comes through to the right side of the fabric.
- Slip the needle through one of the holes in the button. Put the needle into the next hole and through to the wrong side of the fabric. If the button has four holes it may be sewn in an X pattern, or as two parallel lines.



- Repeat using many firm, but not tight, stitches to secure the button. To prevent the thread from pulling too tightly, place a toothpick, match or straight pin between the button and fabric before sewing the button on. Remove this once the sewing is done.



- After you feel satisfied that the button is firmly attached, secure the thread with tiny stitches on the inside of the garment and knot. Trim the end of the thread.

## Hemming

Hemming alters the length and finishes the edges of a garment. **Fusing** is the easiest and quickest way to put up a hem. Fusible web may be purchased by the metre or in rolls of pre-cut strips, usually 1-2cm wide.

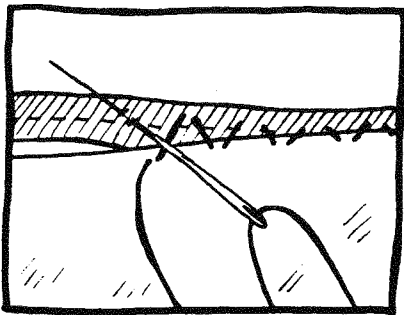
- Turn up the hem the required amount and press in place.
- Unfold the hem and place web strip near the unfinished edge of the hem allowance on the *wrong* side of the garment. Make sure the adhesive side is next to the fabric.
- Fasten the web using package directions - usually by pressing beneath a damp press cloth with a hot iron for 8 - 10 seconds.
- Remove the paper backing from the web. Fold the hem back up and press again to fuse hem to the garment.

## HAND-SEWN

Hand-sewn hemming should be nearly invisible from the outside of the garment.

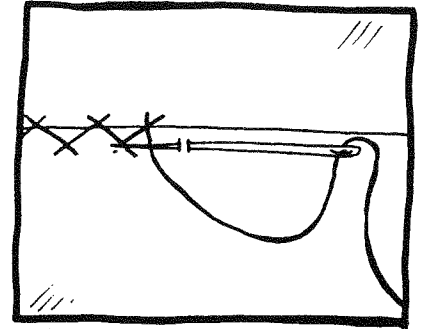
A **blindstitch** may be used in any situation where the edge of the fabric will not fray (e.g. finished edge, seam binding, pinking on a non-fraying fabric).

1. With *wrong* sides together, fold approximately 1cm of the hem edge under the garment and press.
2. Fold 1 - 4cm of hem edge under again. Press and secure with steel pins. This is the hem allowance.
3. Knot the end of a single strand of thread in a colour that matches or is one shade darker than the fabric of your garment. Thread your needle.
4. Working from right to left (left to right if you're left handed), put the needle through the edge of the hem allowance.
5. Pick up 1 - 2 threads of the garment 6mm left of the knot and pull the thread through. Using only 1 - 2 threads in the garment will prevent the hem stitching from being easily seen.
6. Pick up a stitch in the hem allowance 6mm further to the left and continue alternating between garment and hem allowance until you finish off the end at the original knot. Try to keep hem stitches just loose enough to prevent the fabric from puckering.



A **catchstitch** on knits or heavy fabrics gives a relaxed, flat hem that lies tight to the garment.

1. Use steps 1 - 3, above, for woven fabrics.
2. Place the garment on a flat surface with the hem edge towards you. Fasten the thread to the wrong side of the hem. Work from left to right with the needle pointed to the left (do the opposite if you're left handed).
3. Pick up 1 - 2 threads of the garment 6mm to the right, close to the hem edge. Take the next stitch 6mm to the right in the hem to form an "X." Alternate stitching between the garment and hem allowance.



## MACHINE

Machine hems are quick to do and easy to repair. Follow steps 1 and 2 as described for the blind stitch. Select a thread that matches or is one shade darker than the garment. Stitch on the wrong side at an even distance from the edge of the hem. This type of hemming should only be used when obvious stitching does not distract from the appeal of the garment.

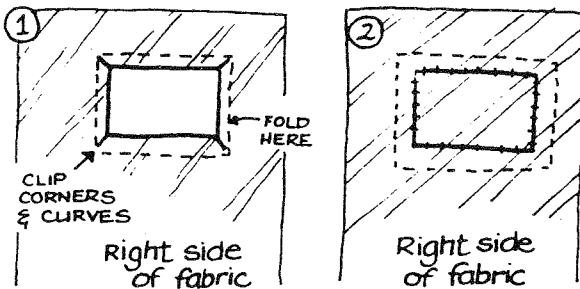
## Patches

Patching is one aspect of mending that allows you to be very creative. Patches are often used to cover tears and holes that are too large to repair using other sewing methods. Patches may also be used to reinforce an area that may soon wear right through or to add some flair to a favourite piece of clothing.

If you don't want the patch to show, the fabric and patch should match in both colour and design. Cut the patch on the same grain as the garment and place so that lengthwise and crosswise threads match the pattern of the garment. Sew using matching thread. If you want the "patch" to be obvious, then choose a patch fabric and thread that compliments the garment but doesn't match it exactly.

**Hand-Sewn Patches** are usually applied to the inside of a garment, with the sewing done from the outside.

- Trim the hole to a smooth, even shape. Finish hole edge with a row of small machine stitches or backstitches 5mm from the trimmed edge.
- For a square or rectangular hole, clip into the corners just to the stitching. For a circular hole, clip around the curves just to the stitching.
- Turn raw edges under towards the *wrong* side of the fabric. Press and secure with hand-basting.
- Cut a patch 3cm larger than the hole on all sides. Place it under the hole and hand-baste in place.
- Slipstitch the folded edge to the patch using small (2 - 4mm) invisible stitches. Press.



**Iron-On Patches** are usually applied to the right side of the garment. But, they can also be applied to the inside, especially when reinforcing a worn, not holey, area. Iron-on patches come in many different colours. They may be cut into various shapes and sizes. Directions for the application of these patches are found on the package.

*Note: you may create your own iron-on patches using any fabric and a piece of fusible web. Fuse the web to the patch fabric. Then cut the desired shape and size of the patch. Place the patch over the hole or weak area and fuse with a damp cloth and iron.*

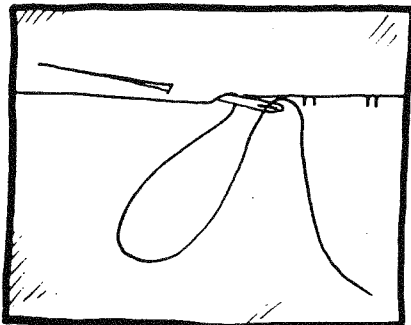
**Appliquéd Patches** are often used to add decorative flair to a patching job. To do this, use a piece of fabric in a different colour and cut into an interesting shape.

- Press edges of appliqué under, towards the *wrong* side of the patch fabric.
- Follow directions for hand-sewn patches, but do not turn under edges of trimmed hole.
- Place appliqué on top of hole and secure edges with steel pins. Slipstitch patch onto fabric and press. Appliqués may also be sewn using a machine sewn satin stitch.

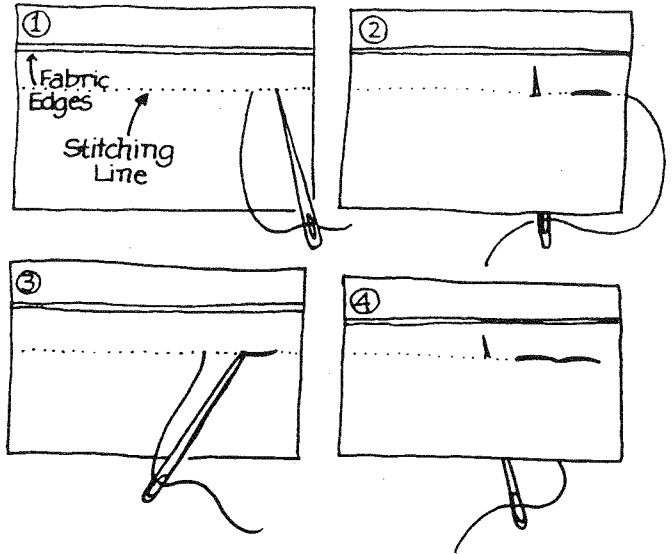
## Slip-Stitch

Slip-stitching creates a nearly invisible stitch used to join a folded edge to a flat piece of fabric.

- Working from right to left (left to right if you're left handed), slip needle about 6mm through the fold and out.
- Pick up 2 - 3 threads of the flat fabric where the needle comes out of the fold.
- Slip needle through the fold again, with the needle entering the fold immediately above the spot where you last picked up the 2 - 3 threads.
- Repeat - alternating between fold and fabric.



- Bring the needle up to the top side, two stitch lengths (6mm) to the left from where the needle came down.
- Take the needle back down, 3mm to the right, which is at the end of the first stitch.
- Insert it through the same hole as the stitch it is meeting. It may help you to say to yourself, "Two stitches forward on the bottom, one stitch back on the top."



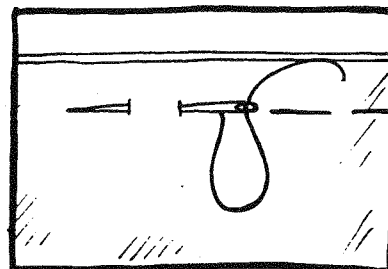
## Basting Stitch

A basting stitch is often used to secure a piece of fabric when pins would make the job awkward and cumbersome. This type of stitching may be left in - if not apparent from the *right* side of the garment - or removed with a few quick snips and a pull on the thread. To do a basting stitch, use a single thread and pull the needle in and out of the fabric at 5mm intervals. Try to make the stitches even.

## Back Stitch

Back stitching most closely resembles machine stitching.

- Place *right* sides of the fabric together and sew on the stitching line.
- Secure the thread on the underside and bring the needle up 3mm to the left of the end of the seam. Work from right to left (left to right if you're left-handed). Insert the needle 3mm to the right of where the needle came up.





# Turn Your Laundry Green!

## Laundry Tips

The following laundry tips will help reduce household hazardous waste and energy consumption.

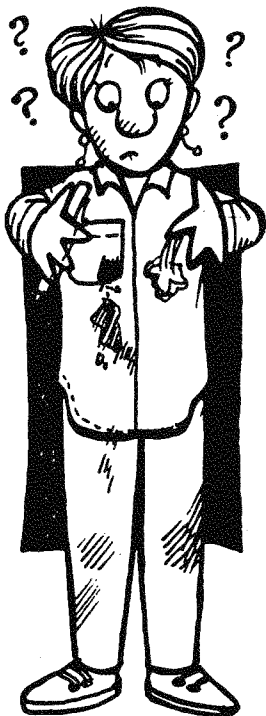
- Use borax to whiten whites. It is easier than bleach on the environment and on clothes.
- Detergents leave a film or residue on fabrics and must be removed with softeners. Instead of using a detergent, add 75mL of washing soda as the machine fills with water. When full, add clothes and 125mL pure soap (e.g. Ivory). If the water is hard, add 50mL of soda or vinegar during the first rinse cycle.

- To soften fabrics, add 125mL vinegar to the wash during the final rinse cycle.
- To save energy, wash only full loads and on the shortest cycle possible. Use a clothesline and fresh air to dry your clothes.

## Stain Removal Tips

Most stains are easier to remove when they are fresh. Try the least harmful method of removal first. Before treating stain, test the stain remover on an inside seam or hidden corner of the fabric. Let it sit for 2 to 5 minutes and rinse. If the colour of the fabric stays the same, the stain remover should be safe to use. Heat may cause a stain to set. So don't place stained items in the dryer between washings.

## Treatments for Common Stains



### *Chewing Gum*

Use ice to make the gum hard. Scrape off what you can and wash.

### *Coffee or Tea*

Pour boiling water over a fresh stain and wash. Old stains may be removed by rubbing one of the following into the stain:

- solution of borax and cold water (colour-safe fabrics);
- a mixture of egg yolk and warm water;
- pure or diluted vinegar.

Rinse well. Wash items in the hottest water possible.

### *Ballpoint Ink*

Soak stain in milk. Blot stain away with clean water. Wash. Hair spray, or rubbing alcohol may also be used. Allow to dry, then wash.

### *Iron & Rust*

Do not use chlorine bleach on rust! Apply lemon juice and salt. Place in the sun to dry. Rinse thoroughly. Repeat, if necessary.



***Deodorants & Antiperspirants***

Blot stain with a solution of vinegar and baking soda. Wash in the hottest water possible.

***Lipstick***

Rub stain with cold cream or shortening and wash with washing soda.

***Cosmetics***

Dampen stain and rub with bar soap before washing.

***Fat, Grease & Oil***

Use talcum powder or chalk to absorb as much grease as possible. Dampen stain and rub with a mixture of baking soda and bar soap, liquid dish soap or shampoo. Wash using the hottest water possible.

***Ketchup & Spaghetti Sauce***

Blot as much as possible - do not rub! Rinse or soak in cold water. Rub with liquid soap and wash.

***Cream, Milk & Ice Cream***

Soak in warm water and washing soda. Wash.

***Urine, Vomit & Mucus***

Blot stain with a solution of white vinegar and warm water.

***Soft Drinks***

Pre-soak and wash fresh stains with a cold-water and vinegar solution or club soda. If stain remains and fabric is colour-safe, wash using borax.

***Mustard***

Treat immediately. Scrape off mustard. Work liquid soap and vinegar into the stain. Rinse and wash.

***Blood***

Rinse immediately and soak in cold water. Rub liquid soap into the stain and wash. For a more stubborn stain, mix cornstarch, talcum powder, or cornmeal with water and apply to the stained area. Allow to dry, brush away and wash.

***Grass***

Treat colour-safe fabrics with borax or rub stain with liquid soap and wash.

***Mildew***



























Pour strong soap and salt on the stain and place in sunlight. Keep spots moist. Repeat if needed. Wash.

***Scorches***

Boil scorched article in 250mL soap and 2L water. Wash as usual.

# Follow the Signs

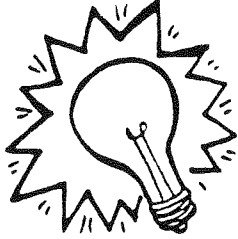
These symbols tell you which procedures to use or avoid when washing, drying, ironing and dry cleaning.

	Red = Stop	Amber = Be careful	Green = Go ahead
 <p><b>Washing</b></p>	 <p>Do not wash</p>	 <p>Hand wash in cool water</p>  <p>Machine wash in cool water at a gentle setting—reduced agitation</p>  <p>Machine wash in lukewarm water at a gentle setting—reduced agitation</p>  <p>Machine wash in warm water at a gentle setting—reduced agitation</p>	 <p>Machine wash in warm water at a normal setting</p>  <p>Machine wash in hot water at a normal setting</p>
 <p><b>Bleaching</b></p>	 <p>Do not use chlorine bleach</p>	 <p>Use chlorine bleach with care</p>	
 <p><b>Drying</b></p>		 <p>Dry flat</p>  <p>Tumble dry at low temperature</p>	 <p>Tumble dry at medium to high temperature</p>  <p>Hang to dry</p>  <p>Drip dry</p>
 <p><b>Ironing</b></p>	 <p>Do not iron</p>	 <p>Iron at low setting</p> <p>or</p>  <p>Iron at medium setting</p>	 <p>Iron at high setting</p>
 <p><b>Dry Cleaning</b></p>	 <p>Do not dry clean</p>	 <p>Dry clean—with caution</p>	 <p>Dry clean</p>





Things to remember when helping with the laundry...



# The Time of Your Life!



*Time is a non-renewable resource.  
Once wasted, it cannot be replaced.  
Most of us don't know how to use it  
effectively, yet time is life. When we  
waste time, we waste life.*

*Anonymous*

"Never enough hours in the day," "out of time," "wishing for more time" - these are expressions that we hear on an almost daily basis. Most of us realize that we cannot create more time. We can only plan and use what we have to its fullest potential. The ability to do this well, however, is almost a science and requires hard work. The masters in this field have tried to make our lives easier by giving us a tried and true approach to get the most out of our time.



1. List your goals. Know where you are headed and why.
2. Set priorities. Know what needs to be done and in what order.
3. Make a "To Do" list. Translate your goals into activities. That is, "What do I need to do to get where I want to go?"
4. Make the best use of your time **right now**. Maximize the time and opportunities you have at this moment.
5. Handle paper once. Concentrate when you read and remember it. This will save you from having to go over things time and time again.
6. Do it now. Ditch the procrastinators club and join the exclusive club of members who do the right job at the right time.

## *Five-Year Projection*

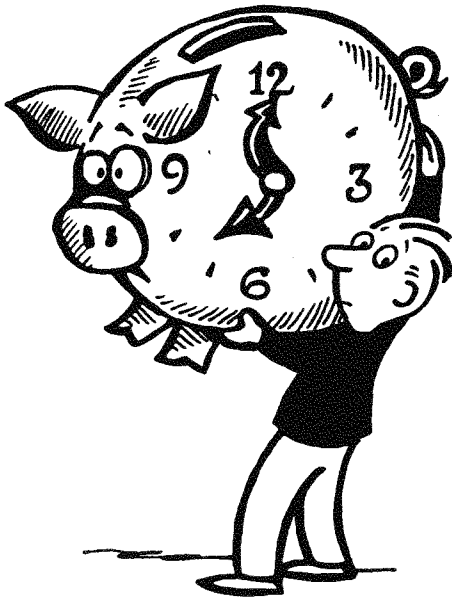
Having trouble deciding if you are spending your time as you should be? Ask yourself these simple questions.

- Q.* If I continue doing the things I do now - school, job, volunteer position, activities and habits - where will I be in five years time?
- Q.* Looking at it from a physical, emotional, spiritual, financial and social perspective, will I be happy?

## *At Your Leisure...*

We tend to divide our time into two broad categories: work and rest. Time management asks us to include a third, distinct category - leisure. Leisure activities include all the things you like to do that make you the interesting and unique person you are. Leisure is often grouped under the heading of rest and, therefore, does not get the full credit or time it deserves.

Work or school and sleep are not usually optional activities and fill the bulk of our time. Leisure, on the other hand, is squeezed into what we call "free" time. It is the first item to be stroked off our daily calendars when we face a time cramp. In fact, leisure time is rarely free: it is earned through hard work and planning. Effective use of leisure time improves our efficiency when we work. It heightens our creativity and sharpens our approach.



*Time cannot be saved, it must be spent.*  
*Anonymous*

## *Procrastination*

Do you leave everything to the last minute? Are you tired of feeling like you're in a constant scramble to get things done? If you answered yes to these questions, you are not alone. You are part of a club whose membership includes most people on this planet - the procrastinators.

Usually, the things we put off for a rainy day are overwhelming or unpleasant tasks that we'd rather not think about. Dream as we may, though, these tasks won't wander off. Once they're completed, they will probably be replaced by other unwanted jobs that seem to magically appear on our "To Do" lists. However, there is an approach to this dilemma that, with practice, will make mole hills out of your task mountains. You can be free from the shackles of worry and guilt!

### **OVERWHELMING TASKS**

- Divide large jobs into smaller, bite-size, chunks that are more manageable and easier to swallow.
- Talk yourself through the task. Explain to yourself what needs to be done and walk yourself through it with vocal coaxing and calming.
- Lay out all your options for getting the job done. Then, weigh the pros and cons to help you select the best route.

## UNPLEASANT TASKS

- Tackle these jobs directly to get them out of your way and off of your mind. Leaving an unpleasant job can fill a whole day with worry. Getting the job done right away will give you loads of free time that you didn't expect.
- Consider the benefits of completing the job and post these benefits where you can see them. This will motivate and encourage you.
- Reward yourself after finishing an unpleasant task. Take a break, have a snack, play a game of Tetris, take a nap.

*Efficiency is doing the job right.  
Effectiveness means doing the right job.*

*Anonymous*



## Goal Setting

If you don't know where you are going, how will you know when you get there? Goal setting is an important part of time management. It helps you to prioritize your time in terms of your daily, yearly and even life-time objectives.

Goals can be sorted into a variety of categories. Physical, social, career, spiritual, financial and family goals are examples. Within each category, you may set short-term (e.g. make a new friend), mid-term (e.g. go to university) and long-term goals (e.g. have a family and be a good parent).

Looking at yourselves in terms of your goals also helps you to decide who you are and what you'd like to be - a process that encourages growth.

Once you have defined your individual goals, you will probably want to set a course to reach them. Try the following approach.

- Define your **obstacles**. Know what you have to do to realize your goals.
- Provide **solutions**. What are your options to overcome the obstacles?
- Set **deadlines**. Know when you want to reach your goal and pace yourself accordingly.
- Know the **rewards**. Be aware of all the benefits that go along with reaching your goal.

MY GOALS	OBSTACLES	SOLUTIONS	DEADLINES	REWARDS
Short-term				
Mid-term				
Long-term				

# Travel Checklist



When travelling at home or abroad, the most important thing to remember is to travel light. Use the following checklist to jog your memory as you pack your suitcase. Some items may not be necessary for a weekend away with the family or a longer trip close to home, but have been included to ensure a well-prepared trip to a far away destination.

## Toiletries

- toothbrush
- nail clippers or scissors
- comb and brush
- pocket mirror
- towel and wash cloth
- plastic soap container
- orthodontic equipment
- toothpaste, shampoo, conditioner, soap
- for men - razor, shaving cream and blades
- for women - sanitary napkins, tampons, razor
- travel hair dryer



## Personal First Aid Kit

- small bottle of disinfectant
- small roll of adhesive tape
- small roll of gauze
- small bottle of aspirin
- calamine lotion
- sunscreen
- insect repellent
- throat lozenges
- any on-going medication
- other over-the-counter medication for flu-like illnesses

## Clothing

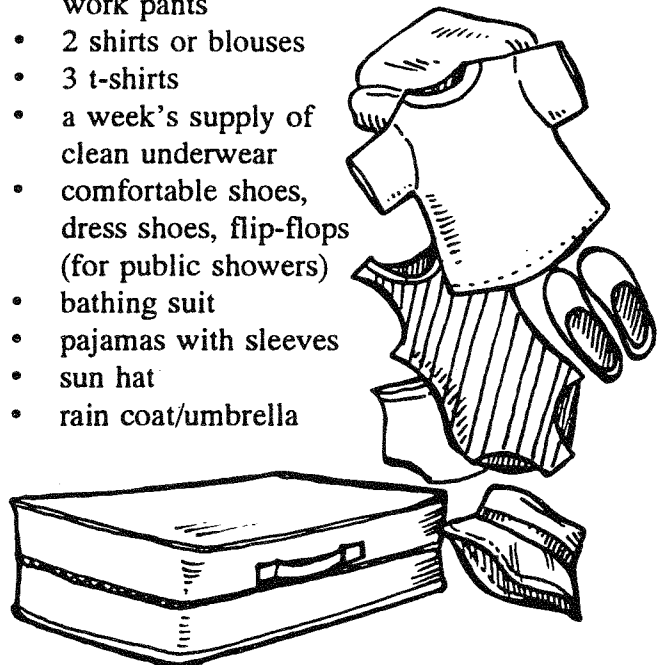
- Travellers should be sensitive to the customs of the host area and should pack for the nature of their trip. Patched, torn or faded clothing is usually not acceptable. Be discreet and respect local clothing customs.

### PERSONAL AND PROFESSIONAL

- For men, a light-weight suit or dress pants and sports jacket, dress shirt, tie and dress shoes.
- For women, a dress covering the tops of the arms or a blouse and skirt and closed-toe shoes.

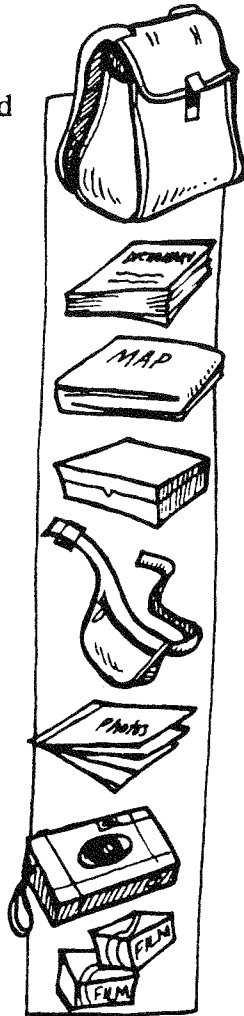
### GENERAL CLOTHING ITEMS

- 3 pairs of pants and/or skirts - light weight cotton pants may substitute for dress or work pants
- 2 shirts or blouses
- 3 t-shirts
- a week's supply of clean underwear
- comfortable shoes, dress shoes, flip-flops (for public showers)
- bathing suit
- pajamas with sleeves
- sun hat
- rain coat/umbrella



## Miscellaneous

- large, but manageable backpack, suitcase or duffle bag with your first name and contact phone number and address (never use your full name, your personal phone number, and your address)
- small day pack
- small lock for your luggage
- light sleeping bag
- pocket language dictionary
- maps
- notebook and pens
- sewing kit with thread, needle, pins and buttons
- waist pouch for money and passport
- supply of small gifts (post cards, Canada pins, handicrafts, crests)
- pictures of yourself, your family and your friends
- a few good pocket books to read and trade
- small radio or walkman
- camera and film
- travel iron



## Essential Documents

- passport valid to at least three months after the planned end of your stay (keep a photocopy in a separate place)
- provincial health insurance card
- prescription for your glasses or contact lenses and one extra pair
- international vaccination booklet listing your vaccinations
- original birth certificate (in case you must replace your passport)
- emergency phone numbers and contact names

*Note: This information adapted from Steps to the Sea, Gruner and Horsley, University of Guelph, 1993*